

## STUDIO POLICIES AND GUIDELINES

- The risk of injury exists in any physical activity. East West Ballet School and the Dance Co-Op, St. Louis are not responsible for personal injury.
- For parents/caregivers of students in the Pre-School Dance, we ask that you stay close to the studio and not leave the vicinity the first few weeks that your child is taking classes. If you really need to leave the studio area for the period that your child is in class, please tell the teacher when you drop off your child.
- East West Ballet School and The Dance Co-Op St. Louis are not responsible for lost or stolen items. Please do not bring anything of value to the studio.
- In registering your child, we have your permission to use class or performance photographs for the marketing of East West Ballet. Please give us written notice if you object to this policy.
- Parents may take photos on observation days only and not during regular class time.
- Dance shoes should only be worn in the dance studio and never worn outside.
- Street shoes are not allowed on the dance floor.
- **Class Attendance:** Good attendance is vital to a student's progress. Missed classes are not refundable, nor are absences deductible from tuition payment. Please call if your child/children are going to be absent. Missed lessons can be made up at, or one level below, the student's current level.
- **Withdrawing from the school:** Please notify the teacher if the student intends to withdraw from classes. No refunds given if a student leaves before the last class/classes of the month.
- **Snow or Inclement Weather Policy:** In case of inclement weather, please call EWBS at 314-965-2272. In the instance of weather conditions deteriorating after school hours, please call to inquire about class cancellations. If classes are still being held, each individual family should make a reasonable decision whether or not to make the drive.
- If only one student shows up for class, we will give the student a thirty-minute private class (If the original class is 1 ½ hours long, it will be a 45-minute private class). If two students show up for class, the lesson will be shortened by 15 minutes.
- **Class Level Placement:** Placement in classes is based on age, ability, and previous dance training, and is subject to the teacher's approval. Final placements may take more than one class. East West Ballet School has the final decision with respect to a student's placement in any class.

- **Parent Observation:** Please refrain from staying inside the studio while classes are going on, as this could be distracting to your child and other children. Parent observation weeks are scheduled to give parents a chance to watch their children's progress. You don't have to come to every observation week, but your attendance to at least one of them would be greatly appreciated. The schedule for the observation weeks will be posted soon

## **Classroom Rules and Code of Conduct**

(Parents, please review this information with your children so they understand what is expected of them.)

- Be prompt for class. If you are late to class, wait for the music to finish and make eye contact with the teacher. She will work the student into the class with the least disruption.
- Be properly dressed for class. Jewelry is not to be worn in class and shoestrings should be tied in a knot, cut and tucked into the shoes.
- Hair should be fixed in a bun (Pre-school dance may have their hair in a ponytail, pigtails or braids). For shorter hair, pull it away from the face and secure with a headband or clips.
- Make sure you have had the opportunity to use the bathroom before class starts so you do not miss anything in class
- While in class, wait quietly for others to have a turn and for instructions from the teacher. Be prepared for your turn.
- Raise your hand if you need to ask or say something in class.
- In class, use props appropriately with care.
- Never hang or lean on the barres.
- Bottled water is allowed in the waiting area of the studio. No other drinks, food or gum are permitted inside the studio.
- Put trash in its proper place.
- Respect items that belong to others.